

## **-Vacancy Announcement –**

The Housing and Community Development Authority is accepting resumes for a Community Programs Analyst vacancy in the Community Services Department.

To be considered for this position, applicants must:

E-mail a resume, cover letter, and a one to three page professional writing sample to Katie Dailey at [kdailey@spd.IN.gov](mailto:kdailey@spd.IN.gov) and Taura Edwards at [TaEdwards@IHCD.A.in.gov](mailto:TaEdwards@IHCD.A.in.gov) with the title of the position in the e-mail subject line.

Additionally, candidates will also need to apply to job ID 589001 via the state's job bank at [www.IN.gov/spd](http://www.IN.gov/spd) . To apply, click on:

- Employment Opportunities
- Apply Now
- Register now

The position offers a competitive salary, commensurate with relevant education and work experience. This position is housed in IHCD.A's Indianapolis headquarters and applications are being accepted until further notice.

Please see next page for job description.

## IHCDA

## Job Expectations

<b>Title</b>	Community Programs Analyst	<b>Exempt</b>
<b>Reports to</b>	Community Programs Manager	<b>Date last revised:</b> 3/18/14
<b>Supervises</b>	N/A	
<b>Summary</b>	The Community Programs Analyst contributes to fulfilling IHCDA's mission by helping the department meet strategic and annual goals. Through individual effort and collaborative work, all of IHCDA's programs, funded through state, federal and private dollars, are implemented and administered in a manner consistent with regulations outlined by state and federal code.	
<b>Evaluation of performance</b>	Performance will be evaluated based on achieving key outcomes described in this job description, including specific goals, deadlines, and other quality indicators; working effectively in a team environment; interacting positively with partners; demonstrating customer service; meeting work profile goals; and working efficiently and effectively within required specifications, policies, and standards established by IHCDA and its associated governing entities.	

<p><b>Key outcomes expected</b></p>	<p>Ensure successful delivery of program benefits utilizing the following funding:</p> <ul style="list-style-type: none"> <li>• Assets for Independence - Health and Human Services</li> <li>• Community Services Block Grant - Health and Human Services</li> <li>• Low Income Home Energy Assistance Program - Health and Human Services</li> <li>• Low Income Home Energy Assistance Program -State of Indiana</li> </ul> <p>Collaborate with the Community Programs Manager to coordinate weekly program activities with local program administrators for IDA, internally managed accounts, data analysis and reporting and overall program administration.</p> <p>Meet regularly with the Community Programs Manager to develop projects, report on deadlines, and consult on issues with sub-grantees or professional services vendors related to CSBG and EAP.</p> <p>Work in conjunction with the Community Programs Associate on the grants administration process including the distribution of contracts, amendments, and closeout form, budget modifications, and closeout for IDA.</p> <p>Coordinate with the legal department regarding the annual updates to the program legal agreements including grant agreements, MOUs and professional service contract records and files documenting performance and compliance.</p> <p>Develop and present annual program administration trainings and coordinate webinars throughout the program year in conjunction with the Community Programs Manager and Program Monitor.</p> <p>Coordinate with the Community Programs Monitor to oversee sub-grantee monitoring and to address any ambiguity or inconsistency in grant and program requirements.</p> <p>Monitor professional services contractors' progress and performance to ensure services conform to contract requirements.</p> <p>Oversee the grant closeout process for the Individual Development Accounts, ensuring that sub grantees and professional services vendors' closeout within the required timeframes.</p> <p>Oversee the grant closeout process, including the distribution of closeout forms, reconciliation, and closing out the grant agreements in the database for IDA.</p> <p>Coordinate and implement the IDA program administrator approval process.</p> <p>Manage the sub grantee monitoring process including writing and distribution of monitoring notices, conducting onsite visits or desktop reviews, timely reporting and responses, tracking, follow up correspondence, and corrective action plans in conjunction with monitoring consultants.</p> <p>Analyze monitoring results from monitoring reports and identify trends in findings and concerns that will assist in training and technical assistance.</p> <p>Coordinate with IT professional services vendor to resolve database issues and ensure the quality of the data managed by the system.</p> <p>Coordinate and implement the annual grant application procedures for the CSBG Innovative Programs and other annual grant funded projects</p> <p>Coordinate and implement the annual grant application procedures for the Individual Development Tax Credit Program and other annual grant funded projects</p> <p>Ensure that all external and internal policy and procedure manuals for CSBG, EAP, and IDA are updated annually and posted to the IHCDCA website content.</p> <p>Provide exceptional customer service to all external and internal partners for all department programs.</p> <p>Represent IHCDCA and the programs on external committees, at sub-grantee events and at national organizations.</p> <p>Contribute to the success of all Community <a href="#">Programs</a> divisions and IHCDCA as a whole as needed.</p>
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<b>Critical skills, knowledge, and behaviors</b>	<p>Demonstrates effective verbal and written communication skills.</p> <p>Able to effectively communicate with a variety of individuals with diverse backgrounds, education, and economic levels.</p> <p>Demonstrates strong presentation skills. Can facilitate both large and small group presentations.</p> <p>Demonstrates customer service orientation.</p> <p>Able to think logically and analytically.</p> <p>Good judgment and a high level of confidentiality.</p> <p>Proactive in anticipating and alerting others to problems with projects or processes.</p> <p>High detail orientation and accuracy.</p> <p>Takes initiative and needs little supervision.</p> <p>Able to prioritize, organize tasks and time, and follow up.</p> <p>Excellent time management, people and organizational skills.</p> <p>Performs responsibilities efficiently and timely.</p> <p>Able to manage multiple projects and programs and meet multiple deadlines.</p> <p>Able to work well in a team environment and as part of a team.</p> <p>Demonstrates proficiency in basic mathematics.</p> <p>Proficient in basic computer skills in Microsoft Windows environment, internet usage (e-mail), conference call and webinar set up, and scanning.</p> <p>Knowledge and experience in public or government contracting, employment law, grant management, not-for-profit, community development, or corporate law and other similar areas.</p>
<b>Education, experience, degrees, licenses</b>	<p>Bachelor of Arts or Science degree in business, governmental or non-profit related field.</p> <p>1-3 years in nonprofit, economic or community development field.</p> <p>1-2 years in experience working in federal program management and/or asset development preferred</p>
<b>Work environment and physical demands</b>	<p>Work is performed in an office environment.</p> <p>Must be able to work proficiently with computers and other office equipment. Proficiency in Microsoft Office is required.</p> <p>Employee is required to visit off-site locations throughout the State of Indiana less than 25% of the time.</p>